

**Housing First Solano Continuum of Care**  
 McKinney-Vento Continuum of Care Program Grants

**NEW PROJECT SCORING FACTORS**

*2017 Continuum of Care Competition*

*APPROVED by the Housing First Solano General Membership on April 26, 2017*

**Threshold Criteria**

If a project fails to meet the following criteria it will not be considered in the Continuum of Care Competition.

		<b>Did Project meet threshold?</b>
A	<b>Project Type:</b> The project is for permanent supportive housing, rapid rehousing, transitional housing/rapid rehousing partnership or for a coordinated entry system.	
B	<b>Eligibility of Participants:</b> The project will serve eligible persons who are homeless using HUD's definition. This may include homeless youth and persons fleeing domestic violence or trafficking.	
	If the project will be <u>permanent supportive housing</u> , it will serve chronically homeless people. ( <i>Definition: individuals from streets, emergency shelters, safe havens, or an institution for less than 90 days and was chronically homeless at entry into the institution that has been homeless in such places for at least one year or at least 4 times in 3 years and that has a diagnosed disability, or families with a head of household that meets the definition of chronically homeless</i> )	
	If the project will be <u>rapid rehousing</u> , it will serve homeless households living on the streets or in emergency shelter.	
	If the project will be <u>coordinated entry</u> , it will provide referrals and facilitate access to services for all groups covered under the HUD definition of homelessness.	
C	<b>Eligible Applicant:</b> Applicant and subrecipient (if any) are eligible. Eligible project applicants are nonprofit organizations, States, local governments, and instrumentalities of State and local governments.	

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		Did Project meet threshold?
D	<b>Project can meet HUD Timeliness Standards:</b> Project has secured or will secure proof of site control, match, environmental review, and the documentation of financial feasibility within 12 months of the announcement of the award.	
E	<b>Compliance with Fair Housing:</b> Project has policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry.	
F	<b>Equal Access:</b> The project ensures equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy.	
G	<b>HMIS Participation:</b> The application clearly indicates that the agency intends to participate in HMIS in the event that the project is funded.	
H	<b>Renewable Activities:</b> The project utilizes the grant funds for renewable activities (e.g. leasing, rental subsidies, housing operations as opposed to nonrenewable funds for acquisition, construction or rehabilitation)	
I	<b>Coordinated Entry:</b> The project will participate in Coordinated Entry unless it is a victim-service agency or serving survivors of domestic violence.	

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**Project Elements**

**(40 points possible)**

Factor	Possible Points	Points Earned
<p><b>1) PROGRAM DESIGN</b></p> <p><b>For Permanent Supportive Housing and Rapid Rehousing Projects:</b>                      Housing where participants will reside is fully described and appropriate to the program design proposed. Program design includes provision of appropriate supportive services.</p> <ul style="list-style-type: none"> <li>• Does the program design include the use of innovative or evidence-based practices?</li> <li>• Is the project staffed appropriately to operate the housing/services?</li> <li>• Are staff trained to meet the needs of the population to be served?</li> <li>• Does the program include involvement of clientele in designing and operating the program?</li> <li>• Does the method of service delivery described include culture-specific/sensitive elements?</li> <li>• Will the program be physically accessible to persons with disabilities?</li> </ul> <p><b>For Coordinated Entry:</b>                      Program design is in alignment with coordinated entry system design envisioned by CoC.</p> <ul style="list-style-type: none"> <li>• Is the system easily accessible for all persons within the CoC's geographic area who are seeking information regarding homelessness assistance?</li> <li>• Is there a strategy for advertising the program that is designed specifically to reach homeless persons with the highest barriers within the CoC's geographic area?</li> <li>• Is there a standardized assessment process?</li> </ul> <p>Does the program ensure that program participants are directed to appropriate housing and services?</p>	<p>15 points</p>	
<p><b>Factor</b></p>	<p><b>Possible Points</b></p>	<p><b>Points Earned</b></p>

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<p><b>2) Site control</b></p> <p>The program has either secured the housing for the project, or if not secured, adequately describes how the program will acquire the necessary housing for the project type. Consider:</p> <ul style="list-style-type: none"> <li>• <b>For PSH:</b> Is the program single site or scattered site? Has the agency secured a lease for the site location? Is there adequate property available in the geographic region for this proposed program?</li> <li>• <b>For RRH:</b> Does the agency describe how it will locate housing for project participants? Does the agency already have relationships with existing landlords to expedite housing placements? What experience does the agency have in housing low or no-income individual in a scattered-site model?</li> </ul> <p><b>For Coordinated Entry:</b> Does the agency describe where the coordinated entry points will be located? Has it secured those locations? Are there alternative access points (phone system, mobile outreach, etc) which negate the need for multiple-points of access. If a “no wrong door” approach is envisioned, how will the agency ensure all participants are adequately trained?</p>	5 Points	
<p><b>3) Community Coordination</b></p> <p>Program will have adequate connections to the broader homeless Continuum of Care. Consider:</p> <ul style="list-style-type: none"> <li>• The extent to which the agency has existing relationships with other services or agencies.</li> <li>• The detail to which service linkages are described. Award less points for general statements, more points for concrete descriptions of service linkages and delivery.</li> </ul> <p>The program’s ability to accept referrals from the Coordinated Entry system and any barriers which would prevent full participation (e.g. funding limitations, geographic constraints, etc.)</p>	10 points	
<b>Factor</b>	<b>Possible Points</b>	<b>Points Earned</b>

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<p><b>4) Housing First/Low Barrier Approach</b></p> <p>Program states it is Housing First meaning it is no- or low-barrier in terms of project entry and project participation requirements. Consider the extent to which the project requires the following:</p> <ul style="list-style-type: none"> <li>• The project does not require detox treatment and/or days of sobriety to enter</li> <li>• The project does not prohibit program entry on the basis of mental illness diagnosis and does not have a policy requiring medication and/or treatment compliance to enter</li> <li>• The project does not bar clients based on past (non-violent) rule infractions</li> <li>• The project accepts all clients regardless of sexual orientation or gender identification and follows all fair housing laws</li> <li>• The project does not exclude persons with zero income and/ or limited to no work history</li> <li>• The project does not terminate program participants for any of the above listed issues. The project also does not terminate participants for:             <ul style="list-style-type: none"> <li>❖ low or no income,</li> <li>❖ current or past substance use,</li> <li>❖ history of domestic violence,</li> <li>❖ failure to participate in supportive services,</li> <li>❖ failure to make progress on a service plan, and criminal records – with the exceptions of restrictions imposed by federal, state or local law or ordinance.</li> </ul> </li> </ul> <p><b>4) Housing First/Low Barrier Approach Continued</b></p>	<p>10 points</p>	
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<p><b>For Coordinated Entry:</b> Does the project proposal describe a plan to prevent screening people out of the coordinated entry process due to perceived barriers related to housing or services and ensuring that all participants have fair and equal access to the Coordinated Entry System, including people with disabilities or Limited English Proficiency? Do they have a plan for marketing the system, in concert with the CoC to ensure equal access? Will the staff administering assessments use culturally and linguistically competent practices and incorporate cultural and linguistic competency training into the required annual training protocols for participating projects and staff members?</p>		
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## Increasing Participant Income

(5 Points)

Factor	Possible Points	Points Earned
<p><b>5) Participant Evaluation and Support:</b></p> <p>Consider the extent to which the program description has considered connecting clients to mainstream resources:</p> <ul style="list-style-type: none"> <li>• Does the program’s policies and procedures describe how it will evaluate client eligibility for mainstream resources?</li> <li>• Do the program’s policies consider client needs and choice in determining what mainstream resources or job training programs are appropriate for the participant?</li> <li>• If the program cannot link clients to mainstream services itself, does it have strong partnerships with other organizations who can provide the necessary job training skills?</li> </ul> <p><b>For Coordinated Entry:</b>                      Does the agency have a plan for diverting clients who might be able to self-resolve? Evaluate how the agency will connect clients to self-help resources when appropriate.</p>	<p>3 Points</p>	
<p><b>6) Agency resource training</b></p> <p>Program conducts or provides access to training for staff on available mainstream resources for which clients may qualify. Consider:</p> <ul style="list-style-type: none"> <li>• Agency plans for staff training on benefits eligibility</li> <li>• Agency linkages with mainstream benefits providers</li> </ul> <p>Agency capacity to provide mainstream benefits, such as SOAR training</p>	<p>2 points</p>	

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**Agency Background and Capacity**

**(35 Points)**

<b>Factor</b>	<b>Possible Points</b>	<b>Points Awarded</b>
<p><b>7) Past Experience</b></p> <p>Agency has successfully operated at least one program similar to the one proposed for at least two years and/or has a strong grant management, compliance and performance history. If the agency has not operated a program like this before, the agency can demonstrate that it has sufficient prior experience and success in:</p> <ul style="list-style-type: none"> <li>• Providing homeless housing or services; or</li> <li>• Administering rental assistance; and</li> <li>• Can manage complex reporting requirements with adequate financial controls.</li> </ul> <p>For Past CoC Recipients:                      If the program is a recipient of prior HUD Continuum of Care Grant, project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s), as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings.<sup>1</sup></p>	15 points	
<p><b>8) Audit Findings</b></p> <p>Does the program have any outstanding HUD findings and/or financial audit findings from any source in the past two operating years? Consider:</p> <ul style="list-style-type: none"> <li>• The nature of the findings</li> <li>• Has the agency provided an explanation for these findings?</li> <li>• Is the agency taking corrective action?</li> </ul> <p>Award full points for agencies who have no HUD audits or negative audit findings. Deduct points based on the severity of audit findings.</p>	5 points	



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Factor	Possible Points	Points Awarded
<p><b>9) Budget Description</b></p> <p>Is the budget adequate for the project type and proposed service delivery model. Consider:</p> <ul style="list-style-type: none"> <li>• Budgeted staff and expenses are adequate to support the proposed program and cost-effective.</li> </ul> <p>Budget is clearly articulated, with no unnecessary or unexplained items, such that HUD could understand how proposed costs align with eligible expenses.</p>	5 points	
<p><b>10) Internal Program Accounting</b></p> <p>The agency demonstrates a strong ability to track and understand costs and expenses in real time. Consider:</p> <ul style="list-style-type: none"> <li>• The agency’s internal financial monitoring process.</li> <li>• The agency’s current policies for financial reporting.</li> <li>• Oversight by the agency’s board of directors to ensure financial compliance.</li> <li>• The agency’s strategy for documenting eligible costs and ensuring adequate grant drawdowns on a regular basis.</li> </ul>	10 points	

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**HUD Priorities**

**(20 Points)**

Factor	Possible Points	Total Points
<p><b>Project Types That Align with HUD Priorities:</b></p> <ul style="list-style-type: none"> <li>• Providing Permanent Housing (PSH, RRH, or TH-RRH partnerships) = 5 pts.</li> <li>• SSO For Coordinated Entry = 3 pts</li> </ul>	5 points	
<p><b>Prioritizing Chronically Homeless:</b></p> <ul style="list-style-type: none"> <li>• Project will dedicate all of its beds to chronically homeless individuals/families = 5 pts.</li> <li>• Project does not dedicate all beds for chronically homeless people, but gives the CH priority for admission = 3 pts.</li> <li>• Project will not dedicate, prioritize, or provide any housing for people who are or were chronically homeless = 0 pts.</li> </ul> <p><b>For Coordinated Entry:</b> Analyze how the project will prioritize clients seeking services. If the project will prioritize based on chronic homeless status, award full points.</p>	5 points	
<p><b>Severity of Needs:</b> Award up to 5 points for serving the following population types:</p> <ol style="list-style-type: none"> <li>1. Low or no income;</li> <li>2. Current or past substance use;</li> <li>3. Criminal record;</li> <li>4. Having been or currently a victim of domestic violence;</li> <li>5. Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) status;</li> <li>6. Resistance to receiving services;</li> <li>7. Significant health or behavioral health challenges or functional impairments which require a significant level of support in order to maintain permanent housing;</li> <li>8. High utilization of crisis or emergency services, including emergency rooms, jails, and psychiatric facilities, to meet basic needs;</li> <li>9. Coming from the streets or other unsheltered situations, particularly youth and children;</li> <li>10. Vulnerability to illness or death; or</li> <li>11. Vulnerability to victimization, including physical assault, trafficking, or sex work.</li> </ol> <p>Note: The program <b>MUST</b> have a specific plan for serving these populations. Mere affirmations that the program will</p>	5 points	

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attempt to reach out to these individuals is insufficient. Consult the program design for more information.		
<p><b>The Program targets a specialized population</b>, such as:</p> <ul style="list-style-type: none"> <li>• Youth</li> <li>• Victims of Domestic Violence/Trafficking</li> <li>• Families with Children</li> <li>• Persons Experiencing Chronic Homelessness</li> <li>• Veterans</li> </ul> <p>Note: The program <b>MUST</b> have a specific plan for serving these populations. Mere affirmations that the program will attempt to reach out to these individuals is insufficient. Consult the program design for more information.</p>	5 points	

**Total Points Awarded:** \_\_\_\_\_/100

# INSTRUCTIONS

**Test Your PRESTO Login By:** August 2, 2017, 12:00 pm  
**Complete Your Application By:** August 11, 2017, 5:00 pm

This Request for Information (RFI) must be completed for each new housing or coordinated entry project submitting an application for the FY 2017 HUD CoC Program Competition.

The answers you provide to this RFI will be used to create a PRESTO-generated report to be used by the Review and Rank Committee. **As soon as you decide that you will or may apply**, please send an initial e-mail to [solano@homebaseccc.org](mailto:solano@homebaseccc.org) containing:

- The subject line **“Solano CoC NOFA – New Application”**
- The full name of your proposed new project in the body of the e-mail
- The full name of the agency that would run your proposed new project in the body of the e-mail
- The full names of the primary and back-up contacts at your agency who can discuss the proposed new project and their contact information.

This will allow HomeBase to create an entry in PRESTO that you can use to respond to the substantive questions in this RFI. HomeBase will respond to your e-mail to let you know that your PRESTO profile is ready. When you receive this e-mail, **for each of your new project applications**, please log on to [www.prestoevals.org](http://www.prestoevals.org), click the rabbit icon in the top-left corner, find the name of your project, click the blue text marked “Respond” to the right of your project name, and then **answer questions #101 through #117**. After answering Question #117:

- If you are applying for a new housing project, please answer **questions #201 through #206**.
- Alternatively, if you are applying for a new coordinated entry project, you should instead go on to answer **questions #301 through #306**.

**Also, for each new project application**, please send **a second email** to [solano@homebaseccc.org](mailto:solano@homebaseccc.org) containing:

- A subject line that clearly describes the email’s contents (“Solano CoC NOFA – New Application – [Your Agency Name] – [Your Project Name]”)
- In the body of the email, a numbered list of the attachments
- And the following attachments:
  - 1 PDF of your applicant profile from e-snaps
  - 1 PDF of your project application from e-snaps
  - Any relevant attachments as indicated in the RFI, which may include:
    - Proposed full project budget
    - Audit/monitoring documentation
    - Policies and procedures

APPROVED by the Housing First Solano General Membership on April 26, 2017  
Revised August 7, 2017

## HOUSING FIRST SOLANO

### 2017 CONTINUUM OF CARE REVIEW AND RANK REQUEST FOR INFORMATION FOR NEW PROJECTS

By submitting this application, your agency is certifying that the information contained in the RFI and attachments is true and accurate to the best of your knowledge.

If you are unsure whether your application is complete, you may e-mail HomeBase at [solano@homebaseccc.org](mailto:solano@homebaseccc.org) to confirm. HomeBase will attempt to reply to all such e-mails within 24 hours. It is each applicant's responsibility to make sure that their application is complete before the deadline.

If you have questions regarding how to use the PRESTO website, the rules of the competition, or the meaning of the questions in the application, please send them to: [solano@homebaseccc.org](mailto:solano@homebaseccc.org).

#### GENERAL PROJECT INFORMATION

101. **What is your general project type?** Permanent Supportive Housing for chronically homeless? Rapid Re-Housing (RRH) for individuals, families or unaccompanied youth who come directly from the streets, emergency shelters, or are fleeing domestic violence or other persons who meet the criteria of paragraph (4) of the definition of homelessness? TH-RRH hybrid programs? Supportive Services Only (SSO) project specifically for a centralized or coordinated assessment system?
102. **Please describe why your participants are eligible for your proposed project type.** Will participants be homeless under HUD's definition? What population(s) does your project serve (e.g. homeless emancipated foster youth, chronically homeless families, etc.)? If your population is high-needs, please explain. If the project will be permanent supportive housing, will it serve a majority of chronically homeless people? If the project will be rapid re-housing, will it serve homeless households living on the streets or in emergency shelter? If the project will be coordinated entry, will it provide referrals and facilitate access to service for all groups covered under the HUD definition of homelessness?
103. Does your project **intend to participate in HMIS**?
104. Does your project intend to utilize the **grant funds for renewable activities** (e.g. leasing, rental subsidies, housing operations as opposed to nonrenewable funds for acquisition, construction or rehabilitation)?
105. Will your project participate in **Coordinated Entry**?
106. Is your organization **either a local government entity or nonprofit agency**?
107. Has your project secured or will it secure **proof of site control**, match, environmental review, and the documentation of financial feasibility within 12 months of the announcement of the award?
108. Will your project have policies and procedures in place which ensure compliance with the Fair Housing Act including, but not limited to, no residency requirements for project entry?

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109. Will your project ensure equal access for program participants regardless of sexual orientation or gender identify, in compliance with federal law and HUD policy?

#### BUDGET & COST EFFECTIVENESS

110. Please include any comments on how the **budgeted staff and expenses are adequate** to support the proposed program. *Please also submit a copy of your project budget including both HUD and non-HUD funds.*

#### AGENCY CAPACITY

*This section asks you to describe your agency's expertise, staff, procedural, and administrative structure needed to meet all grant audit, administrative, and reporting requirements.*

111. How have you **successfully handled federal or other major grants** of this size without difficulty or problems in the past 5 years? Have you regularly draw down your HUD grant funds throughout the grant year and met the administrative and reporting requirements of your grants?
112. Has your agency had any **outstanding HUD findings or concerns** and/or financial audit findings in the past three years? How has your agency responded to the concerns?
113. Has HUD **de-obligated any of your agency's grant funds** and if so, why?
114. How has your agency **demonstrated, through past performance, the ability to successfully carry out the work proposed** and that it has successfully served homeless people as a particular group? Please describe your experience handling a like-project (e.g. if the project will involve relocation of tenants, what experience does the agency have with relocation).
115. Will the project be **ready to start** by HUD's statutory deadlines? Please describe how the project will overcome regulatory obstacles such as tenant displacement or relocation, or any anticipated environmental or zoning issues.

#### HMIS PARTICIPATION

116. **Has your agency used HMIS for its other projects?** If you have not used HMIS before, please describe your capacity to meet the training and data entry requirements of HMIS. If you have used HMIS before, *please provide your overall data quality (ART report 640).*

#### PERFORMANCE MEASURES

117. How are **projected performance measures realistic but sufficiently challenging** given the scale of the project, and how are outcomes measurable and appropriate to the population being served?

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## HOUSING FIRST SOLANO

### 2017 CONTINUUM OF CARE REVIEW AND RANK REQUEST FOR INFORMATION FOR NEW PROJECTS

*At this point, please either continue to Question #201 (for Housing Projects) or to Question #301 (for Coordinated Entry Projects).*

#### HOUSING PROJECTS ONLY

201. For Permanent Housing Projects only, **please explain your project design**, intended population served, and program service delivery.
202. How does the program design include **provision of comprehensive/intensive case management and appropriate supportive services**? Please describe: How is your project appropriately staffed to provide the services? How are your staff trained to meet the needs of the population to be served? How does your program include involvement of clientele in designing and operating the program? How is the program design intentionally inclusive of and accessible to all eligible clients?
203. How is the housing where participants will reside appropriate to the program design proposed? Please describe: How is the project staffed appropriately to operate the housing? How are staff trained to meet the needs of the population to be served? How will the program be physically accessible to persons with disabilities? How is the project located such that basic amenities (e.g. grocery stores, pharmacies, etc.) are easily accessible?
204. How do/will the project's policies and procedures ensure that all homeless clients will be individually assisted to identify, apply for and obtain benefits under mainstream health and social service programs? Consider: Does the agency demonstrate a track record of enrolling clients in all mainstream services for which they are eligible?
205. How will your project implement Housing First by minimizing barriers to entry and program participation?
206. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

*Please see the last page of the RFI Questionnaire for information about required attachments.*

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## HOUSING FIRST SOLANO

### 2017 CONTINUUM OF CARE REVIEW AND RANK REQUEST FOR INFORMATION FOR NEW PROJECTS

#### COORDINATED ENTRY PROJECTS ONLY

301. For Coordinated Entry Systems, to what extent will your project be accessible by individuals and families in **all geographic areas of the CoC**?
302. Will the project **utilize the VI-SPDAT**?
303. **How will the project be well publicized countywide?** Publicizing may occur through physical notices posted in key locations (e.g. food pantries, faith communities, County offices, other service providers, and others), newspaper notices, etc.
304. How will needs assessment, resource allocation and **service coordination be improved** through the coordinated assessment project?
305. To what extent will your project **serve all populations in the CoC**, including: individuals, the chronically homeless, individuals and families fleeing domestic violence, dating violence, sexual assault, and stalking (particularly those seeking shelter or services from non-victim service providers), families with children (particularly male children) under the age of 18, transition-age youth, LGBT, Veterans, and homeless persons re-entering from public institutions (subject to eligibility)?
306. If you wish, you may use this space to comment on any factors relevant to your application. You are not required to answer this question. If you have nothing to add here, you may just type "Pass."

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#### ATTACHMENTS

**Please provide to us a copy of each of the following:**

<p>a) <b>Financial audits</b> of your program or agency for the past two years; and</p>	<p>Please initial confirming that the audit is included:</p>
<p>b) <b>Any HUD monitoring letters</b> and/or <b>audit findings</b> received related to any HUD grant received by your agency, <b>AND</b> a copy of any <b>outstanding</b> HUD audit findings irrespective of the date of the findings; and</p>	<p>Please initial confirming that any HUD correspondence is included: <b>OR</b> That your program does not have any letters/findings:</p>
<p>c) Your <b>full, detailed AGENCY and PROGRAM budgets:</b> i) The budget submitted should correspond to your most recently completed budget year. ii) Budgets should include both CoC and non-CoC funding. iii) These budgets do not have to show actual income and expenses, however they should be detailed; and</p>	<p>Please initial confirming that the full budget is included:</p>
<p>d) A PDF of your completed eSNAPs <b>Applicant Profile</b> and a PDF of each eSNAPs <b>Project Application</b> you are submitting; and</p>	<p>Please initial confirming that the eSNAPs PDFs are included:</p>
<p>e) Any completed match letters or, if you are waiting on achieving match, a draft letter which includes the organization committing the match as well as a timeline for when you expect to receive the signed match letter.</p>	<p>Please initial confirming the required match documentation is included:</p>

***I hereby certify that the information contained herein is true and accurate to the best of my knowledge and understand that failure to provide accurate information can result in consequences up to and including the loss of grant funds.***

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

***I hereby certify that all required attachments are included.***

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

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